

**JOB DESCRIPTION AND POSITION CLASSIFICATION**

DSC 525 (2-PAGE) (REV. 01/10)

CLASSIFICATION <b>Health Program Specialist I</b>		POSITION NUMBER <b>531-100-8338-00x</b>	MCR <b>1</b>	RPA # <b>DC15-001</b>
APPOINTEE <b>Vacant</b>	EFFECTIVE DATE	DIVISION/SECTION <b>Sacramento-San Joaquin Delta Conservancy</b>		
COLLECTIVE BARGAINING IDENTIFIER Management Related BU: <input type="checkbox"/> Supervisory Related BU: <input type="checkbox"/> Confidential Related BU: <input type="checkbox"/> Rank and File BU: <b>R01</b>				
RESPONSIBILITIES EXERCISED <input type="checkbox"/> Supervisory <input type="checkbox"/> Lead Person		IMMEDIATE SUPERVISOR (Print) <b>Shakoora Azimi-Gaylon</b>	SUPERVISOR'S CLASSIFICATION <b>Assistant Executive Officer</b>	
APPROVED BY (Personnel Analyst's Name) <b>Lynn Borja</b>			DATE <b>June 17, 2014</b>	
<b>ALL EMPLOYEES ARE EXPECTED TO WORK COOPERATIVELY WITH OTHERS; MAINTAIN REGULAR, CONSISTENT, PREDICTABLE ATTENDANCE; POSSESS INTEGRITY, INITIATIVE, DEPENDABILITY, AND GOOD JUDGMENT.</b>				
<b>POSITION SUMMARY</b>				
Briefly (1-3 sentences) describe the main purpose and function of the position, including the organizational setting: Under the general direction of the Assistant Executive Officer (AEO) of the Sacramento-San Joaquin Delta Conservancy (Delta Conservancy), the incumbent will provide educational information on risk reduction techniques, and encourage Delta fish-consuming populations to reduce their exposure to chemicals from consumption of contaminated fish from the Delta. The Health Program Specialist will develop, implement, and manage outreach, education, training, and evaluation activities to address fish contamination issues in the Delta. Activities will be targeted to Delta fish consumers as well as community groups, Tribes, governmental agencies, and others.				
<b>DESCRIPTION OF DUTIES</b>				
Percent of Time (E) and (M)	Indicate the duties of the position and the percentage of time spent on each. Group related tasks under the same percentage. Percentages should be in increments of 5% with the highest percentage first. Identify essential functions with an (E) and marginal functions with an (M) in the percentage column. "Other duties as required" cannot be used as a task statement.			
30% (E)	Develop, implement, and evaluate a mini-grant program to provide funding to community-based groups, and local agencies to support educational activities to raise awareness about fish contamination issues and reduce exposure to chemicals from fish consumption. The educational activities will be determined by the grantees and may include community workshops, meetings, youth program, cultural events, and media activities. The targeted audience for the educational activities will be consumer of Delta fish. Evaluation activities may include summaries of grantee project outcomes and grantee interviews.			
30% (E)	Develop, implement, and evaluate training and technical assistance activities on fish contamination issues, and other related topics for community-based groups, health care and social service providers, local agencies, and others. The purpose of the trainings and technical assistance will be to increase the participants' capacity to educate local communities about fish contamination in the Delta. The training may be provided through in-person workshops or online. The technical assistance may be provided through meetings, emails, or phone consultation. Evaluation activities may include pre/post tests or surveys.			
20% (E)	Assist Delta Mercury Exposure Reduction Program (MERP) project staff in developing, disseminating, and evaluating culturally-sensitive, literacy level-appropriate health education messages, materials, and activities on fish contamination in the Delta. The health education messages may include the sources of contaminants in fish, the benefits and risks of fish consumption, advisories for the Delta and other location, and options for adhering to the advisories. The number and type of messages, materials, and activities will be selected by the project staff with input from the stakeholder advisory group, taking into account the project budget, resources, and timeline. The materials and activities may include written materials (e.g., warning signs, brochures, and fact sheets), audio or visual materials (e.g., videos), or websites. Evaluation activities may include focus groups, interviews, or surveys.			
10% (E)	Assist project staff in convening and facilitating stakeholder advisory group meetings and evaluating the stakeholder involvement process. The stakeholder advisory groups is comprised of agencies and organizations interested in addressing fish contamination issues in the Delta and includes community-based groups; Tribes; local, state, and federal agencies; managers of fishing access locations; and others. Evaluation activities may include surveys or interviews with stakeholder advisory groups members. The project staff will include Delta Conservancy staff, Water Board staff, and California Department of Public Health (CDPH) staff.			
<b>SUPERVISOR'S STATEMENT: I HAVE DISCUSSED THE DUTIES OF THE POSITION WITH THE EMPLOYEE.</b>				
SUPERVISOR'S NAME (Print) <b>Shakoora Azimi-Gaylon</b>		SUPERVISOR'S SIGNATURE ➤		DATE
<b>EMPLOYEE'S STATEMENT: I HAVE DISCUSSED WITH MY SUPERVISOR THE DUTIES OF THE POSITION AND HAVE RECEIVED A COPY OF THE DUTY STATEMENT.</b>				
EMPLOYEE'S NAME (Print) <b>Vacant</b>		EMPLOYEE'S SIGNATURE ➤		DATE

## JOB DESCRIPTION AND POSITION CLASSIFICATION

CLASSIFICATION Health Program Specialist I		POSITION NUMBER 531-100-8338-00x	MCR 1	RPA # DC15-001
APPOINTEE Vacant		DIVISION/SECTION Sacramento-San Joaquin Delta Conservancy		
Percent of Time (E) and (M)	Indicate the duties of the position and the percentage of time spent on each. Group related tasks under the same percentage. Percentages should be in increments of 5% with the highest percentage first. Identify essential functions with an (E) and marginal functions with an (M) in the percentage column. "Other duties as required" cannot be used as a task statement.			
10% (E)	<p>Conduct outreach and coordinate educational activities with community-based groups, local agencies, and others to raise awareness on fish contamination issues and incorporate fish contamination messages into ongoing activities and programs. Specific activities have not yet been determined but could include having a local agency distribute an educational material, post a warning sign, or train its staff on fish contamination issues.</p> <p>DESIREABLE QUALIFICATIONS</p> <p>Knowledge, Skills, and Abilities:</p> <ul style="list-style-type: none"><li>• Knowledge of health education interventions and methodologies to assure achievement of stated program objectives.</li><li>• Familiar with Microsoft Office (Word, Powerpoint, Excel, Outlook).</li><li>• Should be able to use spreadsheets to compile numbers and make tables, but could get assistance on data analysis, if necessary.</li><li>• Past experience working with community-based groups; and in program evaluation would be helpful, too.</li><li>• Ability to communicate effectively (orally and in writing) with target audiences including the public, and with project stakeholders and other staff.</li><li>• Ability and knowledge to analyze research literature from health education, public health, and other related disciplines for use in advancing health education.</li><li>• Ability to integrate the scientific foundations of public health in health education programs in a variety of practice settings.</li><li>• Ability to synthesize core public health knowledge and skills with health education competencies to identify areas of needed research and evaluation.</li><li>• Ability to demonstrate competency in applying principles of health education practice to specific target groups.</li><li>• Excellent interpersonal skills, included excellent oral and written communication skills, and public speaking.</li><li>• Work independently, as well as a member of a team.</li></ul> <p>Special Requirements:</p> <ul style="list-style-type: none"><li>• There will be a fair amount of travel to conduct the training and technical assistance activities, as well as to conduct the other duties (attend stakeholder meetings, meet with local agencies on collaborative projects, etc.).</li><li>• This position will be shared by two departments. The employee will work at both agencies, Sacramento-San Joaquin Delta Conservancy Conservancy (West Sacramento), and California Department of Public Health (Richmond office).</li></ul>			